

Central Intelligence Agency

16 AUG 1988



Washington, D. C. 20505

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[Redacted]
DS&T/NPIC

Dear Janice:

Thank you for your participation in the Secretarial/Clerical Management Advisory Group since May 1987 and for your role in continuing the MAG's successful Secretary of the Year Awards.

The DCI and I hope you will remember your time on the MAG as having been an opportunity to learn about the Agency as well as to contribute. The group's comments on secretarial and clerical issues are helpful to senior Agency officials and clearly played a role in our recognition that the secretarial profession should be enhanced with new opportunities and a new pay scale. The Secretary of the Year Awards in particular prove that MAGs can make a difference in providing fresh ideas to Agency management.

I encourage you to support the new MAG members and to continue your interest in making the Agency a better place for all employees.

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Sincerely,

[Redacted Signature]

Robert M. Gates
Deputy Director of Central Intelligence

cc: DS&T/CMS
O/Personnel



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